

**MINUTES OF THE MEETING OF THE GOVERNING BODY**  
**Held at Lindal & Marton Primary School, Monday 16th June, 2003**

PRESENT :   D. Barlow                                   P. Bishop  
              P. Lloyd                                   C. Humphreys  
              S. Fleming                               M. Fullard  
              T. Garnett                              R. Quirk  
              J. Ridyard                               D. Bigland

104. APOLOGIES

Apologies from T. Dalziel who was unable to attend the meeting, were received and accepted. In his absence the meeting was chaired by Mrs. S. Fleming - Vice-Chair.

105. MINUTES OF THE LAST MEETING

All governors agreed that they were a true and correct record of the meeting.

106. MATTERS ARISING

- 74.       C. Humphreys to obtain a copy of the Equal Opportunities Policy from Mrs. Foote - has been occupied with her recent exams and operation.   **ACTION C/F C HUMPHREYS**
- 84.       Changes to G.B. Constitution - Agenda Item.
- 97.       Terms of Reference - Agenda Item.
- 100.      Better Ways to School - Agenda Item.
- 101.1    CP had passed information to CH regarding distance learning via CD Rom and workbook re. New Governors Courses.

107. DECLARATION OF INTEREST

The Chair requested that governors declare any vested interest in any Agenda item, or any amendment to their recorded 'Declaration of Interests'. None declared.

108. GOVERNOR ELECTIONS/CHANGES TO GOVERNING BODY CONSTITUTION

The Clerk advised that since the last meeting where the decision was taken that the membership of the governing body should remain at 11, a governor had advised that he was considering standing down at the end of his term of office as a Co-opted Governor. In the light of this the clerk asked the governors whether this altered their view regarding down-sizing the governing body considering how long this particular post had been vacant prior to the appointment of the current holder, and the number of people that had been approached without fruition. A brief discussion took place - concerns were expressed that attendance may be reduced to only 4 or 5 at some meetings if down-sizing occurred, the co-opted governor stated that he had meant that he would be happy to give way to a parent of the new intake if they wished to be a governor, it was explained that a 'parent' governor could not replace a 'co-opted' governor (community governor under the new constitution), and that if the proposed 50% quorum for all events was adopted then a reduction in numbers wouldn't necessarily reduce the effectiveness of the governing body. Finally all governors agreed that the governing body should remain at 11 members.

The Clerk then explained that length of terms of office for both the Chair and Vice Chair could now be lengthened if required from the current 1 year term of office with annual elections to any where up to 4 years. A brief discussion took place where all governors agreed that the length of terms of office should remain at 1 year with annual elections.

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The Clerk had been in touch with the Chair prior to the meeting and his views on both the above were expressed to the governors.

Finally the clerk advised that in preparation for September the governors should consider their options regarding the ability to delegate some matters to committee level where not previously allowed. These were :-

- 1st budget plan for the year
- School Discipline Policies
- Exclusion of Pupils
- Admission Matters

A discussion again took place where it was considered that in a small school like LAMPS delegation was not necessary in most cases, **however** delegation of the 1st Budget Plan for the year may indeed be useful in such a case where the budget is received very late and yet has to be submitted by the same annual deadline. After discussion **all governors agreed** that delegation of the budget could take place where necessary, with a detailed explanation at the next full meeting of the governing body.

For information the Clerk explained that matters concerning the constitution of the governing body, appointment of the clerk, suspension of governors and the function and establishment of committees could not be delegated.

The above resolutions were PROPOSED by C Humphreys and SECONDED by T GARNETT

The Clerk advised that she would now complete the draft instrument for approval by Governor Services, which must also include the schools' ethos statement. DGB stated that this was several pages long! CP to ring Governor Services for advice. **ACTION C PARTRIDGE**

#### 109. HEAD TEACHERS REPORT

A copy was circulated to all present and DGB read through it. Regarding Ofsted - DGB advised that an inspection date had now been received of somewhere between 8th September and 12th October 2003!

#### 110. FINANCIAL REPORT/BUDGET UPDATE

DGB confirmed that he had submitted the budget and that it has been accepted, however no print out has been received yet, therefore there is no indication as to how things are progressing. He reiterated that this year is an 'austerity' year!

#### 111. SCHOOLS ACCESSIBILITY PLAN

DGB reminded the governors that Capita had completed this survey some time ago, but as yet the school has received nothing. Therefore on checking DGB discovered that our plan should have been submitted in April! A copy of the 'Interim School Accessibility Plan' (drawn up by DGB) was circulated to all and DGB went through all the various points, explaining that he had tried to view through the eyes of a wheelchair bound pupil/member of staff. Discussions took place regarding the data and DGB informed that on receipt of the Accessibility Survey from Capita he would submit the final plan, the results of which have to be in place by 2006.

**All governors agreed** to the interim plan. PROPOSED C Humphreys, SECONDED T Garnett.

#### 112. HEALTH AND SAFETY POLICY

DGB explained that the above policy was reviewed annually when it was fine tuned to take into consideration any relevant alterations, making it now a lengthy document. He added that at the Health & Safety audit LAMPS had been complimented on their excellent policy and a copy was requested to use as a model for other schools if so required! A copy was circulated to all present and DGB highlighted the recent changes which are as follows :-

p.15 item 10. out of School/Off Site Activities, this had been amended in the light of the new pathway from LAMPS to the playing fields.

p.17 Field Trips/Educational Visits, following a number of high profile accidents and deaths on school trips as discussed previously every school now has to have an Educational Visits Co-ordinator and alterations have been made to take account of this. DGB then advised that his union have advised staff not to take children on trips. A governor asked for the schools policy in the light of these recent events. DGB advised that he would only instigate trips that he felt were really safe and carry a relatively low level of risk.

### 113. SWOT ANALYSIS

Copies of a SWOT Analysis Pro forma devised by the clerk at the request of the governors in the autumn of 2002 were circulated. The clerk advised that she had suggested 4 headings for consideration but that the governors may wish to consider others. A governor informed that in his experience such an analysis would be carried out for 1 heading at a time only. Another governor suggested that 'Training' may be the best one to consider as that was felt to be an area where improvements could be made. All governors agreed. Detailed discussions took place, different ideas bandied, culminating in the following :-

#### STRENGTHS

- an awareness that training was needed
- in-house training bought in which had lead to the governing body self-review and an annual SWOT analysis
- some governors have been on some courses
- governor training has been added as a regular agenda item
- many governors spend time in school
- 6 governors are in full time education (1 primary teacher, 2 secondary teachers, 1 adult teacher, 1 head teacher, and 1 teaching assistant)
- an LEA governor undertakes the training of teaching assistants
- the Link Governor has undertaken a PGCE
- a Parent Governor has devised the LAMPS web site and given training to staff
- the non-teaching Staff Governor is studying for a degree and a 7307 adult teaching certificate
- an LEA governor is a retired SEN secondary teacher

#### WEAKNESSES

- the school performs well, therefore there may be a tendency to overlook training
- only training undertaken this year was the in-house session

#### OPPORTUNITIES

- making the most of opportunities to run the school to its' optimum level e.g. funding opportunities/changes in legislation/new initiatives
- governors attending courses able to feedback to whole governing body

#### THREATS

- missing out on opportunities to run the school at its' optimum level as above
- may reflect in a negative way in an Ofsted inspection

**ACTION** - Link Governor to bring current list of training available to every meeting of the governing body and a detailed examination of courses available between then and the next meeting to take place. Following this an analysis of what type of training the school needs/would like would be carried out. When a course is deemed desirable/necessary a candidate would be sought to attend and report back.

### 114. PERFORMANCE MANAGEMENT - TERMS OF REFERENCE

These are still outstanding. DGB explained that whilst not difficult this would be a lengthy process extracting all the relevant points from the Performance Management Policy. A governor suggested contacting LAMPS advisor Alan Cook who may have a model LAMPS could adopt. DGB to contact A Cook

**ACTION D BARLOW**

#### 115. GOVERNOR TRAINING

The forthcoming training courses were examined and detailed to all present. It was considered desirable for T Garnett to attend the course on 'Addictive Substances' on 26.06.03. TG will pursue and book a place if any vacancies.

**ACTION T GARNETT**

All governors agreed the new system works well!!!!

#### 116. SCHOOL MANAGEMENT PLAN

It was noted that this should read School IMPROVEMENT Plan!

A copy was circulated to all present DGB highlighting the fact that all entries are now dated. The plan was discussed, updated and amended where necessary point by point.

#### 117. BETTER WAYS TO SCHOOL

CH was now in possession of the LAMPS Travel Plan for updating, but informed that no action had taken place due to her exams and foot operation. She will add the new proposals regarding travel from Marton and will contact Ken Hanson and Gary Thomas. **ACTION C HUMPHREYS**

#### 118. GOVERNOR VISITS - UPDATE

P Bishop still visits most Fridays and is very popular with the children who vie for the chance to talk to him! He has now finished talking to the individuals in Class 2 finding his visits an enjoyable experience and has been impressed by the children. He also helped with cricket after school on Thursday which he found somewhat less impressive as the children didn't want to stand still and wait, and all wanted to bat at once!!, but added they weren't bad just being children!

J Ridyard expressed a wish to come in to LAMPS to do a maths lesson at some stage when other commitments allowed. This to be arranged at a later date. **ACTION J RIDYARD**

#### 119. SCHOOLS COUNCIL

The council has now met 5 times, all meetings being minuted and the minutes subsequently displayed in school. DGB was pleased with how things were progressing stating that they were a good bunch with some good ideas. Recently a simple questionnaire has been circulated to the infants regarding the free fruit initiative to find out which fruits were liked/disliked. A questionnaire had also been compiled regarding the games cupboard - as a result the school now knows which games to buy in the future. DGB has been impressed by their commitment, they all wear their badges, and are proud to be on the council. Their latest initiative is a playground 'buddy' scheme whereby children will wear a 'buddy' badge on a rota basis and anyone feeling lonely, or unhappy can latch onto the playground buddy for company. The councillors are now familiar with how a meeting is run, and DGB feels it is the first key into being a good citizen. 3 year 6 children will be leaving in the summer who will be replaced, the others will remain on the council for the next year. In September they are going to elect a secretary who will replace T Garnett who has been acting as secretary up until now.

#### 120. A.O.B.

1. OFSTED - DGB has held a staff meeting regarding the impending inspection informing them what their objectives should be. He has instructed the staff to retain an evidence base i.e. each pupils first and last Maths and English books being the core subjects, otherwise as the inspection takes place at the beginning of the first term there wouldn't be any previous work to view. The wall displays will also be retained rather than bare walls for the beginning of term. The staff have been asked to make sure all their records are up to date and that their planning is all in by the 1st September, also that the school is tidy. Class 3 knows that an inspection is going to take place.

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